



CONNECTICUT DEPARTMENT OF

CORRECTION JOB OPPORTUNITY

GRANTS AND CONTRACTS SPECIALIST

Please follow the specific application filing instructions at the bottom of this page!

Open To: Candidates must be on the current examination list or lateral transfers.

Location: Parole & Community Services Division
300 Sheldon Street, Hartford

Hours: 1st Shift, Monday –Friday, 40 hours per week

Salary: \$76,373 - \$98,224 (Annually)

Position: 00112575

Closing Date: November 18, 2015

Eligibility Requirement:

Candidates must have applied for and passed the Grants and Contracts Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Minimum Qualifications:

Considerable knowledge of grant preparation and administration; considerable knowledge of program evaluation and monitoring functions; knowledge of research methods and techniques; some knowledge of budget preparation and monitoring; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; some supervisory ability.

General Experience:

Seven (7) years of experience in planning, implementation and/or management of grant programs on a community, state or federal level.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

Preferred Experience:

- Administering contracts and conducting contract compliance;
- Monitoring and analyzing provider performance and making recommendations regarding continued funding of service providers;
- Monitoring and measuring program performance, quality and efficacy;
- Developing, coordinating and providing training to staff and providers;
- Developing and maintaining program and provider manuals;
- Coordinating and managing provider communications and acting as primary contact for providers

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements should submit the requested documents as follows:

1. Cover letter
2. Résumé
3. Application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf
4. State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf
5. Two (2) most recent performance evaluations

Applications must be postmarked no later than the closing date indicated above. Incomplete application packages will not be considered.

PLEASE MAIL (no faxes or emails) APPLICATIONS TO:

Department of Correction

Recruitment Unit

Attention: Jim Faulkner

24 Wolcott Hill Road

Wethersfield, CT 06109

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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